

FIRE COMMUNICATIONS OFFICER II

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses positions, the major duties of which are the manipulation and operation of a fire alarm system and telephone switching system at the fire communications center. The work requires a high degree of responsibility and accuracy in receiving and transmitting fire alarms and telephone calls, keeping records, and testing equipment. Duties include dispatching proper fire fighting equipment and personnel to obtain adequate coverage of fires and training and assisting subordinate fire communications personnel in the performance of their duties. Work is performed within prescribed regulations and under the general direction of a fire communications officer III. This class ranks directly below that of Fire Communications Officer III.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Answers telephone and secures the most accurate information possible for any incident from caller. Locates street address on map or in street file. Determines the correct units to be dispatched and any other pertinent information. Transmits information on fire and dispatches unit.

Keeps track of location and condition of each unit at all times. Receives and transmits messages to and from the fire scene and to and from related department personnel. Notifies all specified officers or special units of all working fires.

Calls ambulance service, utilities company, and any other required agencies, for assistance at the fire scene or in emergencies, when necessary.

Receives emergency calls of a non-fire nature and responds appropriately.

Trains new communications officers and assists with work performance.

Tests equipment such as fire radios, fire telephones, alarm bells, public address systems, or recording equipment as prescribed by department policy.

Keeps logs, records, files, and lists by making entries on a

regular basis or by periodically reviewing and updating information.

Files reports forms, cards, logs, tapes, or other items for future reference. Compiles permanent records, either written or taped, of all working fires.

Notifies repair crew or supervisor of any malfunctioning equipment.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Before promotion, must pass a medical examination designed to show good health and the physical abilities necessary to perform the duties of the position.

Must possess a valid driver's license.

Must be a regular and permanent employee in good standing in the class of Fire Communications Officer I.

BR	02-24-
	60
Rev	09-17-
	74
	06-27-78
	06-17-79
	01-31-84
	05-22-90
	11-18-04
	10-18-
	04-17-08